

Minutes of the Veneta Park Board

January 7, 2015

Board Members

Present: Chelsea Coffman, Cathy Coulson-Keegan (arrived late), Elmira Louie, Robert McCarthy, Dennis Paronto, and Carol Petty

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Darci Henneman, Assistant City Recorder; and Candi Unger

- I. Vice Chair Dennis Paronto called the meeting to order at 4:35. He said there is not a quorum but he will continue with the meeting.

Candi Unger introduced herself. She said she is a member of the Fern Ridge Chamber of Commerce and she works at Sanipac. She said she is attending today's Park Board meeting on behalf of the Tree Lighting Committee.

Dennis also introduced Robert McCarthy as the newest Park Board member. He said Mayor Larson will officially appoint him to the Park Board at the January 12th Council meeting.

In response to a question from Mr. McCarthy, Ric said the January 12th Council meeting has not been cancelled but has been rescheduled and Mr. McCarthy will be appointed at that time.

- II. Public Comment
None

III. Old Business/Status of

1. February 23, 2015 Veneta City Council meeting

Dennis said the Annual Park Board Report will be made to the City Council at the February 23, 2015 Council meeting. He said he hasn't spoken to Craig about this but he has pledged his support.

Ric said staff can assist the Park Board if needed. He said also that night, the Park Board and the Mayor will recognize Penny for her years of service on the Park Board. He said those two items will take place at the beginning of the meeting so if anyone wanted to attend, to hear the report and acknowledge Penny's contribution, would be great.

2. Status of Park Board Vacancies

Dennis said he thought Brad Renfro from Elmira High School would be attending today's meeting but evidently he couldn't make it. He said he will be applying for a student position.

In response to a question from Dennis, Darci said there is still one resident position vacancy.

In response to a question Chelsea, Ric said he and Craig talked about changing the Park Board non-resident positions to resident positions and decided that topic should be included in the Park Board Report to the Council. He said it's up to the Council to direct that change. He said in the meantime he will provide City Charter information to Craig. He said it's unlikely we could change the Charter but from his initial review, it may only call for an amendment to the Park Board Bylaws.

IV. Event Planning

1. Easter Egg Hunt

Dennis said he doesn't have an exact cost for this year's eggs and candy but based on past years, the Park Board spends around \$710 to \$720. He suggested budgeting \$720 to \$725 for candy and eggs. He said there are also some miscellaneous expenses such as coffee and

supplies. He would like to submit a purchase order for a not to exceed amount of \$800. He said the Fern Ridge Review ad should be around \$150 and, if needed, he would like to budget \$50 for dry cleaning the bunny suit for a total amount of \$950. He said the Kiwanis has increased their support from \$100 to \$200.

In response to a question from Chelsea, Dennis said a first-aid station is set up and staff from Lane Fire Authority are on site as volunteers.

Ric said if Kiwanis contributes up to \$200, could we have them make a direct payment to the Fern Ridge Review for the ad and the dry cleaning?

Dennis said we also publish a thank you ad in the paper, which is about \$100, and in past years it was billed to Kiwanis.

Cathy Coulson-Keegan arrived.

In response to a question from Chelsea, Dennis said last year the empty eggs were shipped to Alaska and as far as he knows, they will do the same this year. He said shipping costs are covered by the receiver. He said before we could reuse the eggs they would need to be cleaned and sterilized

a. Approve Budget

Cathy motioned to accept the budget, Chelsea seconded, all approved.

Dennis said the first meeting of the Easter Egg Hunt Committee will be at 4:00 p.m. on January 21st here at City Hall. He said an email went out to all committee members and Park Board members are always encouraged to attend the meetings.

Elmira said she has finals and can't make the meeting.

Dennis said it's no secret that this is his last year with the Easter Egg Hunt so if there is anyone who would like to step in to take over next year, please feel free to attend the meeting. He said you don't have to commit to that position right now but please talk with him about it. He said most of the paperwork is completed before the Committee starts planning the event.

Cathy said she would contact Heather at the Library.

In response to a question from Dennis, Ric said the City newsletter is drafted the end of the month for the next month's bill. Ric said he would get the Easter Egg Hunt information included in the March utility bills.

Dennis said the egg stuffing is a big event and will be at 10:00 a.m. on March 28th at the Community Center. He said they stuff about 6000 eggs which goes quickly and is a lot of fun.

2. Earth Day Update

Carol said she met with Olivia from Veneta Elementary and scheduled the Earth Day committee meetings. She said all meetings are held on Mondays, at 3:00 p.m., in the Veneta Elementary Library. The dates are as follows: January 12th, January 26th, February 9th, March 16th, April 6th, April 20th, and the event is Friday, April 24th. She encouraged anyone who would like to join the committee to attend the meetings. Carol said she represented the Park Board last year and the event is a lot of fun. She said teachers are also on the committee. Carol said she will present the Earth Day budget at the February Park Board meeting but she cannot attend the March meeting. She made 56 bird feeders and she has about 270 nice pine cones. Last year she and

a few volunteers made 425 pine cone bird feeders. She suggested making 375 more but will confirm that number at the next committee meeting. She suggested making feeders at the February Park Board meeting.

Ric said in past years we held a short Park Board meeting and then we assemble the feeders afterwards.

Carol said she will look to see what supplies she needs and she'll confirm that the school still wants to hand out the feeders.

In response to a question from Carol, Cathy said she will get in touch with her friend that makes the pine needle baskets. Cathy said she has a few of the baskets if Carol would like to take them to the next committee meeting.

Carol said a photo would also be helpful to take to the committee.

In response to a question from Cathy, Carol said the Earth Day event hours have not been determined but it has always been in the afternoon.

Carol said Elmira Elementary students will not attend this year's event but they may in the future. She provided a brief event overview for the new Park Board member.

V. Approve Minutes for December 3, 2014

Dennis said now that we have a quorum he would like to approve the minutes.

Carol motioned to approve the minutes, Cathy seconded, all approved.

Event Planning (cont.)

Tree Lighting

Dennis said Candi is the Tree Lighting Chair and she wanted to speak about the Tree Committee's proposal to change the location of the Tree Lighting.

Candi said the event was successful but because of the rain they were not able to put the speakers outside. She said the event was very crowded and the committee felt the event outgrew the location. Also the cars traveling through the parking lot made the area somewhat unsafe. She said they are looking for a possible alternate location and would like the Park Board to be involved in making that decision. She said the Committee wanted to start the discussion now so we have plenty of time to make a decision before next year's event.

In response to a question from Chelsea, Ric said informally Veneta Elementary Principal, Olivia Johnson was at the Tree Lighting event and she saw how crowded it was. He said with the new school bond, each school has its own Design Review Committee. He said Olivia indicated she would place this item on the Review Committee agenda to discuss including some kind of community plaza at the school. He said if the Review Committee agrees, they will discuss the idea with the City (the City would assist with funding) to construct some kind of plaza for community events and not just for the Tree Lighting. He said it will not work for December 2015 but if the Park Board feels it's a good idea, he will advocate for that location.

There was a thorough discussion about moving the Tree Lighting event. Several alternate locations included Veneta Elementary, the fire station, the Park N Ride, Luther Lane/Farmers' Market, some place on W. Broadway.

In response to a question from Dennis, Ric said the decorative light poles along W. Broadway are designed to attach banners or lights but they are very costly and we need to make sure we don't over-do-it for what the community may want.

Candi encouraged Park Board members to discuss the issue with friends and family. She said if the Park Board doesn't send the Committee in a different direction, the Tree Lighting will stay at its current location.

In response to a question from Ric, Candi said the Tree Lighting Committee won't meet until September 2015.

In response to a question from Candi, Ric said we can make suggestions to the School Design Review Committee to include things like bleachers but the school may be required to spend the funding on specific items identified in the bond. He said the City could look to the Urban Renewal Agency for funding a plaza, but that hasn't been included in the budget. He said it cannot hurt to ask and he will stay in contact with the school to see how the idea progresses.

Dennis said a Park Board Holiday tree was planted at the Luther Lane site which will eventually get bigger.

Ric said the Park Board is more than welcome to attend the Design Review Committee meeting at 4:00 p.m. on January 13th at Veneta Elementary.

Candi said she can attend that meeting.

VI. New Business

1. Year to Date Financials

Ric reviewed and explained the documents to the Park Board. He said the Park Board is also the Tree City Board and authorizes funds spent to purchase trees. He said those funds are generally used for new or additional trees around the City, including the tree for the Tree Lighting Event.

In response to a question from Robert, Bork said the three trees planted at Territorial Park were a Ginkgo, a red maple and another fall foliage tree.

2. 2014-15 Park Board Event Budget

Ric reviewed the budget for this year and asked for comments from the Park Board. He said staff lists tentative costs for each event and then staff tracks what is actually spent.

Ric said providing the Annual Park Board Report to the Council in February gives the Budget Committee an idea of what the Park Board would like included in the upcoming budget.

3. Proposed 2015-16 Park Board Event Budget

In response to a question from Cathy, Ric said the 2014/15 event calendar will be brought back to the Park Board for finalizing including dollar amounts for each event.

In response to a question from Chelsea, Ric said Heather from the Library is excited about showing the movie outside. He said the Park Board can direct staff to work with her or a Park Board member could contact Heather to get started.

In response to a question from Dennis, Chelsea said she would like to work with Heather but she wanted to let everyone know that she and her family will be moving in November. She said she understands if the Park Board would like her to resign now but she said she would really like to stay and help through the summer.

Dennis said speaking for the entire board, they would love to see her stick around.

Chelsea said she would contact Heather at the Library.

In response to a question from Chelsea, Ric said she and Heather should discuss having movie night at a park with electricity and that the event should be included in the summer recreation guide.

Cathy said the trees planted in Territorial Park are reading trees. She said Robert is a story teller which is another possibility to have a summer reading program once a month at a park for area youth.

VII. Next Meeting – February 4, 2015

Cathy motioned to adjourn the meeting, Chelsea seconded, all approved.

Vice Chair Dennis Paronto adjourned the meeting at 5:39 p.m.